



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

Office of the Garrison Commander

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 7 — Civilian Recruitment

1. Ranking and interview panels are required for positions at GS-13 and above and for GS-12 supervisory positions. A member of the Civilian Personnel Advisory Center (CPAC) will serve as an advisor to such panels on issues such as panel responsibilities, panel composition, confidentiality of information, proper documentation of selection information, and fairness of the process. Guidance may be addressed to your servicing CPAC Human Resources (HR) Specialist. The make-up of the ranking and interview panels must reflect diversity factors such as gender, race, and ethnicity. Only the approving official may waive the diversity requirement when circumstances warrant; e.g., unavailability of female, GS-14, etc. The selecting official will serve as the chairperson for the panels and the composition of the panels must include a member outside the selecting official's organization. Interview panels may consist of the same members as the ranking panel. Within 10 calendar days of submitting the Request for Personnel Action (RPA), the hiring official will forward the selection criteria, the evaluation matrix (used to compare and contrast applicant credentials, panel member evaluations, etc.), and interview questions to the Equal Employment Opportunity (EEO) Office for review before the panel is conducted. The EEO Office will review the documents and provide comments/recommendations to the hiring official within five business days. Selecting officials must use evaluation matrices for all hiring decisions regardless of GS grade or position.
2. I will review/approve all selections for GS-13 and above and for GS-12 supervisory positions, prior to notification of selectees by the CPAC. Also, all by-name requests for noncompetitive Veteran Readjustment Appointments and Veterans Employment Opportunity Act appointments will require justification and my approval.
3. The CPAC will conduct a ten percent quality-control audit of hiring records for all selections where a panel was used to ensure management is maintaining records and to determine any training needs for management on the selection and interview process. Selection documentation will be maintained in accordance with enclosure 1. A flow chart of the civilian personnel recruitment process is at enclosure 2.
4. Directors of designees will provide a weekly report to their servicing CPAC HR Specialist via email, listing all RPAs submitted to the Garrison Resource Management Office/ Civilian

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Personnel Operations Center. The listing should contain the RPA number, title, series, and grade of the position and any notes with relevant information.

2 Encls

A handwritten signature in black ink, appearing to read "Karen S. Adams". The signature is fluid and cursive, with the first name "Karen" and last name "Adams" clearly legible.

KAREN S. ADAMS

Colonel, SC

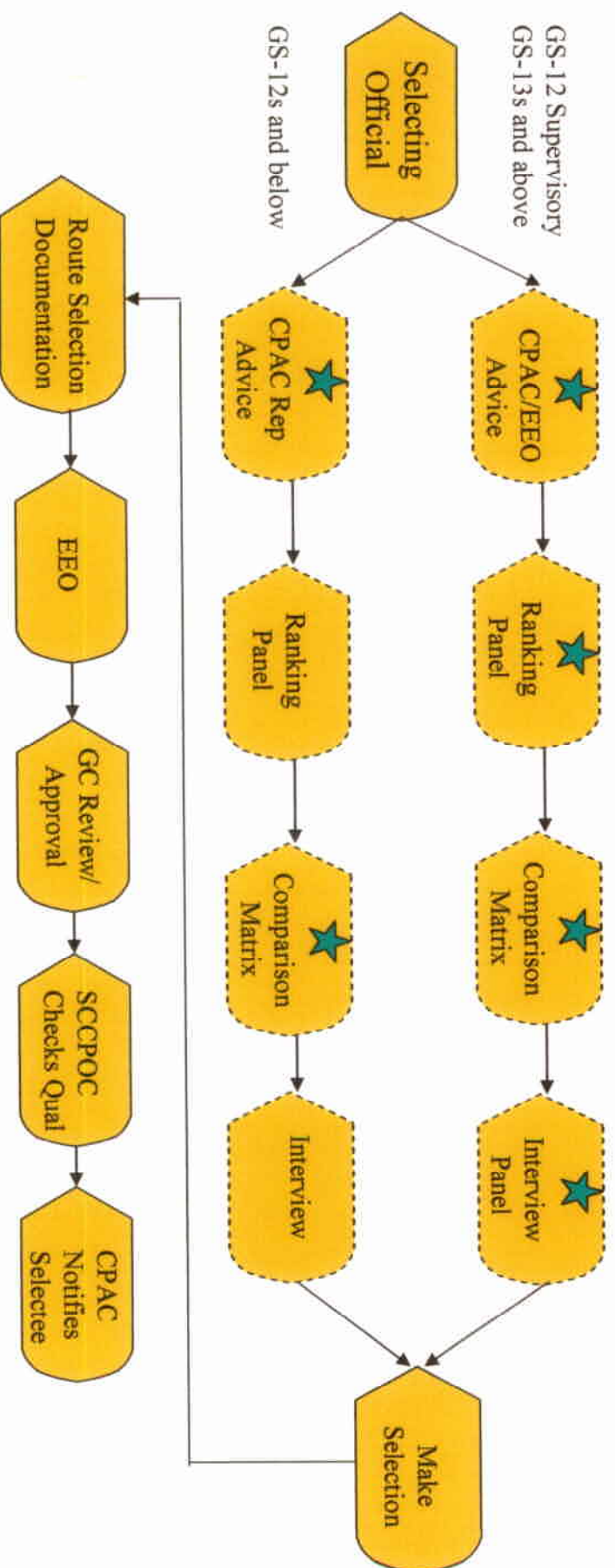
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 7 – Civilian Recruitment, 5 October 2004.

REQUIREMENTS FOR MAINTAINING SELECTION DOCUMENTATION

DOCUMENTATION	ORG	CPAC	CPOC	MARKS NUMBER AND DISPOSITION FOR ORG, CPOC, AND CPOC FILES
Request for Personnel Action (RPA)	X		X	690-300g - Destroy after 3 years
Task List	X		X	690-300g - Destroy after 3 years
Job Description (for AMRDEC Lab Demo includes Specialty Code)	X		X	690-300g - Destroy after 3 years
Local Priority Lists			X	690-300g - Destroy after 3 years
Job Announcement(s)			X	690-300g - Destroy after 3 years
Request for ACCES Referral	X		X	690-300g - Destroy after 3 years
Selection Criteria (e.g. Evaluation Criteria, Completed Matrix)	X			690-300g - Destroy after 3 years
Referral List(s) (to include reasons for selectio or reasons for non-use)	X		X	690-300g - Destroy after 3 years
Applications			X	690-300g - Destroy after 3 years
Application of the Selected Candidate(s)	X	X		690-300g - Destroy after 3 years
Interview Questions/Results	X	X		690-300g - Destroy after 3 years
Selection Checklist (Completed)	X	X		690-300g - Destroy after 3 years
Panel Process (if Applicable) (to include name, pay plan, series, grade of panel members; individual rating sheets; consensus ratings; notes, etc.	X	X		690-300g - Destroy after 3 years
Nondisclosure Statements	X			690-300g - Destroy after 3 years
Notices of Nonselection	X			690-300g - Destroy after 3 years

Civilian Recruitment Process - Garrison



★ Mandatory requirement